

REPORTS INVENTORY

PREPARE IN DUPLICATE

SRB 161 C

1. TITLE OF REPORT (if a fill-in report include Form No.)

161C LANG REG ALPHA 1 OFF

2. TYPE

OF

STATISTICAL

REPORT

HARRIET

MACHINE-NAME LISTING

OTHER (specify)

3. FUNCTIONAL AREA

<input checked="" type="checkbox"/> PERSONNEL	TRAINING	ADMIN. GENERAL
LOGISTICS	SECURITY	OTHER (specify)
MEDICAL	FINANCE	

4. NO. OF COPIES PREPARED

6

5. FREQUENCY (weekly, monthly, quarterly, etc.)

5

6. DISTRIBUTION (No. of components not number of copies)

19

7. FORMAT (memorandum, form computer print-out, etc.)

C P O

8. ADP PROCESSING

<input checked="" type="checkbox"/> YES	IF YES GIVE ADP PROCESSING NO.
NO	P-63

9. DIRECTIVE AUTHORITY REQUIRING REPORT

10. PREPARING COMPONENT (include lowest level contributing information to report)

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

OCS/OPERATIONS

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X HOURS PER REPORT	= COST PER REPORT	X TIMES PREPARED	= COST PER YEAR
GS-06-3	4.21	.86	3.62	2	7.24

B. COSTS OF COMPUTER PRODUCED REPORTS

		85.50	2	171.00
				TOTAL COSTS PER YEAR

\$ 178.24

COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

14. FUTURE GOALS

PROPOSED BY COMPONENT FOR THIS REPORT

RETAIN AS IS

 OTHER (explain)

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

CHARGE

DISCONTINUE

DATE OF INVENTORY

27 OCT 1970

STAT

112

CLASSIFICATION

(22-36-43)